

I.T.S. COLLEGE OF HEALTH AND WELLNESS SCIENCES

GREATER NOIDA, UTTAR PRADESH

CONFIDENTIALITY POLICY

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1. POLICY STATEMENT & PREAMBLE

Owing to the nature of academic, administrative, and clinical activities, employees at I.T.S. College of Health and Wellness Sciences (ITSCHWS) handle sensitive and confidential information critical to the institution, its partner clinical facilities, and patient/student care. Integrity being the cornerstone of all institutional transactions, our faculty and staff nurture ethical work habits and maintain the utmost sanctity of confidential information.

2. POLICY GUIDELINES & DIRECTIVES

- **Safekeeping of Institutional & Clinical Records:** To ensure the sanctity of confidential information, each employee must ensure the secure handling and safekeeping of all official documents, records, clinical data, assessment reports, and administrative notes in whatever form maintained (including digital data stored in local systems, cloud servers, or institutional databases) for which they are responsible.
- **Secure Transport & External Handling:** Faculty and staff must exercise diligent care to guarantee the safety and confidentiality of all physical files, documents, digital drives, or devices whenever official materials are transported or accessed outside college premises.
- **Comprehensive Standard of Discretion:** Employees are expected to make every reasonable effort—including measures not explicitly outlined in this manual—to uphold data privacy and confidentiality across all academic, clinical, and administrative domains.
- **Self-Discipline & Corrective Framework:** Confidentiality is best maintained through self-imposed professional ethics. The primary approach of the institution is to foster awareness regarding information security and discretion. However, in cases where a breach of confidentiality results in the unauthorized disclosure of sensitive data (including student records, institutional intelligence, or clinical/patient data), proven responsibility may lead to disciplinary action, up to and including termination of employment.
- **Reporting Protocol:** Any employee who has reason to believe that the confidentiality of the institution is being compromised or violated must immediately report the matter to the Head of Department, HR Department, or the Office of the Principal.

- **Institutional Ownership:** The ownership and rights to all confidential information remain perpetually with I.T.S. College of Health and Wellness Sciences and supersede any separation, resignation, or termination of employment.
- **Non-Disclosure Compliance:** All employees shall carefully read and execute the Non-Disclosure Agreement (NDA), agreeing that all specified restrictions are fair, reasonable, and necessary to protect the legitimate interests of the college and its associated health facilities.

3. EMPLOYEE ACKNOWLEDGMENT & UNDERTAKING

I hereby acknowledge that I have read, understood, and agree to abide by the Confidentiality Policy of I.T.S. College of Health and Wellness Sciences. I understand that compliance with this policy is a condition of my employment and that any violation may result in disciplinary action.

Employee Name: _____ Employee ID: _____

Signature: _____ Date: _____